

VT Department of Taxes
Sales and Use Tax Return

On November 12, 2015, the Department will launch our new online filing system, **myVTax**.
All taxpayers can file and pay their Sales and Use Tax through **myVTax for free**.

Click here to go to www.myVTax.vermont.gov to get started today.

INSTRUCTIONS FOR USING THIS FILL-IN FORM

- **Fields shaded pink MUST have data entered before printing the form.**
- Fill in the business name, address, account numbers, and reporting period information on **this** page. Info will auto-populate onto Form SUT-451 (page 2 of this document).
- Dollar amounts should be entered directly on the form (page 2 of this document).
- Default print settings will print only page 2 (Form SUT-451).

Business Name. If Sole Proprietorship, enter Owner's Name (Last name first)
Mailing Address (Number and Street/Road or PO Box)
City
State
ZIP Code
Foreign Country
E-mail Address
Vermont Account ID SUT—
Federal ID Number
Reporting Period YEAR (fill in the year here, then select period below)

NOTE: Form SUT-451 is subject to change without notice.

Please check our website
(www.tax.vermont.gov)
quarterly to make sure you
are filing on the current
form.

Reporting Period - check only ONE

MONTHLY filers

- | | | |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> May | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June | <input type="checkbox"/> October |
| <input type="checkbox"/> March | <input type="checkbox"/> July | <input type="checkbox"/> November |
| <input type="checkbox"/> April | <input type="checkbox"/> August | <input type="checkbox"/> December |

QUARTERLY filers

- ☐ 1st quarter (Jan. - Mar.)
☐ 2nd quarter (Apr. - June)
☐ 3rd quarter (July - Sep.)
☐ 4th quarter (Oct. - Dec.)

ANNUAL filers

- ☐ (Jan. - Dec.)



VT Form SUT-451	SALES AND USE TAX RETURN	Tax returns must be filed even if no tax is due.
----------------------------------	---	---

Business Name			Vermont Account ID	
Address			Federal ID Number	
City	State	ZIP Code	Reporting Period (MM DD YYYY - MM DD YYYY)	
Foreign Country (if not United States)			Due Date	
E-mail Address			For Department Use Only	

Use **BLUE** or **BLACK** ink only. Please do not make any marks in boxes or on lines that you intend to leave blank.

PART I SALES AND USE TAXES

1. Total Sales **1.** _____ . _____

2. Nontaxable Sales **2.** _____ . _____

3. Taxable Sales (Line 1 minus Line 2) **3.** _____ . _____

4a. Total State **SALES TAX** Due (Line 3 x 6.00 %) **4a.** _____ . _____

4b. Total State **USE TAX** Due. SEE INSTRUCTIONS **4b.** _____ . _____

4c. Total **LOCAL OPTION TAX** Due (Add Lines 5-22 below, if applicable) **4c.** _____ . _____

☐ I certify that no Local Option Tax is due

4d. TOTAL TAX DUE (Add Lines 4a, 4b, and 4c). **4d.** _____ . _____

PART II 1.00 % **LOCAL OPTION TAXES** Check our website <http://tax.vermont.gov> for updates on new Local Option municipalities.

MUNICIPALITY	TAX DUE	MUNICIPALITY	TAX DUE
5. MANCHESTER	_____ . _____	14. WINHALL	_____ . _____
6. WILLISTON	_____ . _____	15. WILMINGTON	_____ . _____
7. STRATTON	_____ . _____	16. ST ALBANS TOWN	_____ . _____
8. BURLINGTON	_____ . _____	17. COLCHESTER	_____ . _____
9. DOVER	_____ . _____	18. _____	_____ . _____
10. S BURLINGTON	_____ . _____	19. _____	_____ . _____
11. KILLINGTON	_____ . _____	20. _____	_____ . _____
12. MIDDLEBURY	_____ . _____	21. _____	_____ . _____
13. RUTLAND TOWN	_____ . _____	22. _____	_____ . _____

PART III CERTIFICATION

I hereby certify that I have examined this return and to the best of my knowledge and belief it is true, correct, and complete.

Signature of Officer or Authorized Agent _____ Date _____		Preparer's Signature _____ Date _____	
Title _____ Telephone Number _____		Firm's name (or yours, if self-employed) and address _____	

☐ Check here if authorizing the VT Department of Taxes to discuss this return and attachments with your preparer.

Preparer's Telephone Number

Preparer's PTIN or EIN